

California Energy Commission



CLASSIFICATION: Energy Analyst

TENURE: Limited Term (11 months)
(May become Permanent)

TIME BASE: Full Time

SALARY: \$2,817.00-\$4,532.00

LOCATION: Energy Generation Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the technical direction of the Team Lead for the Renewables and Advanced Generation research area and the supervision of the Energy Commission Supervisor II in the Energy Generation Research Office, of the Energy Research and Development Division (ERDD), the incumbent assists in the management of collaborative research, development, and demonstration (RD&D). The goal of ERDD is to oversee RD&D that advances science and technologies to benefit electric and natural gas ratepayers. The incumbent has knowledge of renewable energy concepts, technologies, and practices; performs work of average difficulty to support energy RD&D funding; and, under supervision, develops and manages RD&D projects. The incumbent will also be knowledgeable in relational databases, Excel, Access, PowerPoint, project planning software, and word processing programs. The incumbent has excellent written and verbal communication skills.

While performing the duties described below, the incumbent will be required to work alone, work within a team, utilizing a personal computer and appropriate Energy Commission software such as the Microsoft suite of software, electronic mail and the Internet. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform duties as follows:

- The incumbent assists in the management of Division-wide agreements for all research program areas to provide solutions to emerging issues. The incumbent will assist in the coordination with the Management Team to maintain expertise and accountability for Division-wide research issues in the full array of renewable energy issues related to energy resources and technologies. The incumbent will research issues, will make recommendations, and will assist in the implementation of solutions. The incumbent will prepare documentation including: decision memos, work statements, budgets, schedules, measurable technical and economic objectives, and other materials necessary to inform and manage the work and outcomes. The incumbent will evaluate progress reports, invoices, and technical reports in comparison to the project plan and objectives. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the status of the work.
- Based upon anticipated research needs to meet California energy policy and emerging research issues, the incumbent will assist in the implementation of research and development programs relating to renewable energy research. The incumbent researches and analyzes issues associated with renewable energy issues related to energy resource and technology

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development and use and performs comparative analyses of technologies and proposed options for addressing these issues. The incumbent will search relevant data bases, articles, journals, policies, legislation and other media to develop topical issue reports and maintain research data bases. The incumbent collaborates and consults with stakeholders including research organizations, government and utility representatives, private developers, and technical experts to develop and maintain a network of technical and policy experts to draw from in identifying RD&D opportunities in California.

- The incumbent reviews and analyzes proposals to determine how well the project addresses the identified work scope or solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carry out the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent makes recommendations based upon the proposal evaluation.
- The incumbent prepares reports, factsheets, brochures, and other media-related public outreach documents and helps respond to management, stakeholder, and media requests for information.

WORKING CONDITIONS:

Work is performed primarily in an office and hearing room environment and may require sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level is sometimes high. Some travel is required to attend off-site meetings.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.) and include RPA #560-252 and Position #5600-5837-008 in the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford (RPA 560-252)
Personnel Office
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922